

**ADVERTISEMENT
FOR BIDS
MIAMI-DADE COUNTY, FLORIDA**

Sealed bids for furnishing all labor, materials and equipment for the following project will be received in the Office of the Clerk of the Board of County Commissioners, Room 17-202, Stephen P. Clark Center, 111 N.W. 1st. Street, Miami, up to 2:00 p.m., Local Time, **Wednesday, January 12, 2005** where they will be publicly opened and read aloud for projects that do not have an established Community Small Business Enterprise (CSBE) contract measure. When applicable, only the names of the bids submitted will be publicly opened and read aloud for those projects **containing contract measures**. Bid prices will be opened and read aloud forty-eight hours later based on the Department of Business Developments (DBD) preliminary responsiveness review.

PROJECT NAME: People's Transportation Plan ADA Sidewalk

PROJECT NUMBERS: 20030013

LOCATION: Countywide

DESCRIPTION: This is an Open Annual Contract. Work in this Contract consists of furnishing all supervision, labor, materials, tools and performing all operations necessary for the construction and installation concrete sidewalks and pedestrian ramps.

A Pre-Bid Conference to answer any questions regarding this project will be held on **Tuesday, January 4, 2005** at 10:00 a.m. in the 15th floor Front Conference Room, of the Stephen P. Clark Center located at 111 N.W. 1st Street.

MIAMI-DADE COUNTY CONTRACTOR'S CERTIFICATION IS REQUIRED IN ONE OF THE FOLLOWING CATEGORIES: General Building, General Engineering, Paving Engineering, Concrete Work Engineering or other categories as applicable to Chapter 10 of the Code of Metropolitan Dade County.

Specifications and Contract Documents are open to public inspection and may be obtained from the Contracts and Specifications Section, Public Works Department, Telephone No. (305) 375-2930 at Stephen P. Clark Center, 111 N.W. 1st Street, Suite 1510, Miami, Florida 33128-1970 upon a non-refundable deposit of **\$ 25.00** in check or money order payable to the Board of County Commissioners of Miami-Dade County, Florida for each set of documents.

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COMMUNITY SMALL BUSINESS ENTERPRISE (CSBE)

In accordance with Dade County Ordinance No.'s 97-52 and 97-158; A.O.3-22, a CSBE Program Set-Aside has been established for Contractors of Level 1 participation. Compliance with these Ordinances is required for all contractors submitting a bid for this project. See "Supplemental General Conditions" which are bound herein and are made part of the Specifications and Contract Documents.

In order to allow time for the CSBE Subcontractor participation presentation and the review of said presentation, no contractor may withdraw his bid for a period of up to one hundred eighty (180) calendar days after the bid opening. Disregard anything to the contrary within these Contract Documents.

Bidders must submit a completed Schedule of Intent Affidavit form (FORM DBD 400) to the person or office to whom the bid was submitted on the bid submittal due date. Defective Schedule of Intent (SOI) Affidavits that are incomplete or inaccurate upon notification by the Department of Business Development (DBD), bidders may correct defects that exist on the SOI Affidavits within forty-eight (48) hours after bid submission. Failure to submit the required SOI Affidavit or commitment letter at the time of bid submission shall render the bid non-responsive. Examples of defects include, but are not limited to improperly executed letters, the listing of an unidentifiable CSBE and percentage miscalculations that are not mere clerical errors apparent on the face of the SOI Affidavit. Bidders who fail to submit the SOI Affidavit shall be considered non-responsive.

Please note that the Contractor must submit two separately labeled and sealed envelopes with the completed bid package. The first envelope (Envelope "A") will contain the above mentioned SOI Affidavit and the second envelope (Envelope "B") will contain the bid price. Both envelopes are due at the time and bid date specified in the advertisement. Envelope "A" will be opened on the bid opening date and reviewed by DBD. If the SOI Affidavit contains correctible defects (See attached CSBE Participation Provisions), the bidder will be notified by DBD and afforded forty-eight hours to rectify any correctible deficiencies. Forty-eight hours later, DBD will notify Public Works of those approved bidders whose SOI's Affidavits are responsive. Those deemed responsive will have Envelope "B" opened and prices read aloud.

Each bid must be accompanied by a **certified check or acceptable bid bond in the amount of not less than Twenty Five Thousand Dollars (\$25,000.00)** as guarantee that the Bidder, if awarded the Contract, will within ten (10) consecutive work days after being notified of the availability of the prescribed contract forms, enter into a written contract with the Board of County Commissioners of Miami-Dade County, Florida in accordance with the accepted bid, and give a performance bond satisfactory to the Board of County Commissioners, Miami-Dade County, Florida, for an amount of **Two Hundred Fifty**

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Thousand Dollars (\$250,000.00).

ORDINANCES, RESOLUTIONS and/or ADMINISTRATIVE ORDERS

To request a copy of any ordinance, resolution and/or administrative order cited in this bid solicitation, the bidder must contact the Clerk of the Board at 305-375-5126.

CONE OF SILENCE: Pursuant to Section 2-11.1(t) of the County Code and Administrative Order 3-27 (“Cone of Silence Provisions”), as amended, a “Cone of Silence” is imposed upon RFPs, RFQs, or bids after advertisement and terminates at the time the County Manager issues a written recommendation to the Board of County Commissioners. The Cone of Silence prohibits communication regarding RFPs, RFQs, or bids between: A) potential vendors, service providers, bidders, lobbyists or consultants and the County’s professional staff including, but not limited to, the County Manager and the County Manager’s staff; B) a potential vendor, service provider, bidder, lobbyist, or consultant and the Mayor, County Commissioners or their respective staffs; C) the Mayor, County Commissioners or their respective staffs and any member of the County’s professional staff including, but not limited to, the County Manager and the County Manager’s staff; D) a potential vendor, service provider, bidder, lobbyist, or consultant and any member of the selection committee therefore; E) the Mayor, County Commissioners or their respective staffs and member of the selection committee therefore; F) any member of the County’s professional staff and any member of the selection committee therefore. Section 2.11.1(t) of the County Code and Administrative Order 3-27, as amended, permits oral communications regarding a particular RFP, RFQ or bid for solicitation of goods or services between any person and the procurement officer responsible for administering the procurement process for such RFP, RFQ, or bid, provided that the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document.

The Cone of Silence Provisions do not apply to oral communications at pre-bid conferences, oral presentations before selection committees, contract negotiations during any duly noticed public meetings, public presentations made to the Board of County Commissioners during any duly noticed public meeting, or communications in writing at any time unless specifically prohibited by the applicable RFP, RFQ, or bid document. Bidders must file a copy of any written communications with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be submitted via e-mail to the Clerk of the Board at CLERKBCC@MIAMIDADE.GOV. The County shall respond in writing and file a copy with the Clerk of the Board, which shall be made available to any person upon request.

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In addition to any other penalties provided by law, violation of the Cone of Silence Provisions by any proposer and bidder shall render any RFP award, RFQ award, or bid award voidable. Any person having personal knowledge of a violation of the Cone of Silence provisions shall report such violation to the State Attorney and/ or may file a complaint with the Ethics Commission. Bidders should reference the actual Cone of Silence Provisions for further clarification.

All Bidders will be notified in writing when the County Manager makes an award recommendation to the Board of County Commissioners.

Ordinance No. 90-143, The Responsible Wages and Benefits Ordinance, Ordinance No. 91-142, Family Leave Ordinance, Ordinance No. 92-15, Drug-Free Workplace Ordinance, Ordinance No. 93-129, Contractor Debarment Ordinance, Ordinances Nos. 94-166 and 96-26 Local Preference Ordinances, Ordinances Nos. 97-35 and 97-104 Fair Subcontracting Practices, Resolution No. R-702-98 (Repeals and supersedes Resolutions Nos. R-1206-97 and R-366-97) Welfare to Work Initiative and Ordinance No. 98-30, County Contractors Employment and Procurement Practices are referenced for this contract document.

NOTE: Ordinance 97-104 requires a bid or proposal for a County or Public Health Trust contract involving the expenditure of \$100,000.00 or more to include a listing of subcontractors and suppliers who will be used on the contract. Failure to include the required listing shall render the bid or proposal non-responsive.

The required listing must be submitted even though the bidder or proposer will not utilize subcontractors or suppliers on the contract. In the latter case, the listing must expressly state no subcontractors or suppliers will be used on the contract.

Timely submission of a properly completed and signed "Subcontractor/Supplier Listing, SUB Form 100" (a copy of which is included in the specifications) constitutes compliance with the listing requirements of the Ordinance. In order to be deemed properly completed the word "NONE" must be entered under the appropriate heading of SUB Form 100 if no subcontractors or suppliers will be used on the contract.

The County shall have the right but not the obligation to retain the services of an Independent Private-Sector Inspector General (IPSIG). The requirements are set forth in the Instructions to Bidders Paragraph 20 and the General Specifications Paragraph 32. Also, the Contract is subject to review and audit by the Office of the Miami-Dade County Inspector General and further information is specified in the Instructions to Bidders Paragraph 21 and General Specifications Paragraph 33.

All bids must be submitted in sealed envelopes bearing on the outside the name of the Bidder, his address, the number of the project for which the bid is submitted, and the date of opening.

The County reserves the right to waive any informality in, or to reject any or all bids. Bids

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from any person, firm or corporation in default upon any agreement with the County will be rejected.

The Departments of Procurement Management and Business Development are pleased to announce the opening of the Miami-Dade County Vendor Information Center (VIC), located at 111 N.W. 1st Street, Suite 112 (Ground Floor), Miami, Florida 33128. The VIC will provide information and assistance in doing business with Miami-Dade County, vendor registration and certification, and current contracting opportunities countywide.

**GEORGE M. BURGESS, COUNTY MANAGER
MIAMI-DADE COUNTY**

**HARVEY RUVIN, CLERK
KAY SULLIVAN, DEPUTY CLERK**